



**DEPARTMENT OF THE ARMY**  
**JOINT FORCE HEADQUARTERS VIRGIN ISLANDS NATIONAL GUARD**  
**RR#1 BOX 9200 KINGSHILL VI 00850-9731**

**VIRGIN ISLANDS ARMY NATIONAL GUARD**  
**Full-Time Duty Operational Support (FTNGDOS) Job Announcement**  
**Job Announcement #: 010-16**

OPENING DATE: 22 April 2016

CLOSING DATE: 23 May 2016

**POSITION:** State Resilience Coordinator

**DUTY MOS:** Immaterial

**GRADE:** E6- E8, WO1-CW4, O1-O4

**ORGANIZATION:** Virgin Islands National Guard

**LOCATION:** Territory wide

**POINT OF CONTACT FOR DUTY DESCRIPTION:**

**PROJECTED LENGTH OF DUTY:** (Subject to the availability of funds)

**PERSONNEL ELIGIBLE FOR CONSIDERATION:** This position is open service members of the Virgin Islands Army National Guard.

**THIS ASSIGNMENT, IF SELECTED, DOES NOT CONSTITUTE ENTRY INTO THE TITLE 32 AGR PROGRAM, NOR WILL YOU BE CATEGORIZED AS AN ON BOARD AGR.**

**JOB DESCRIPTION:**

Master Resilience Trainer (MRT) certified. Ensures all Unit Status Report (USR) units has an MRT. Plan for mitigation of relocated/retired/ transferred MRT Screen select MRT course prospect, conduct Resilience Trainer Assistant (RTA) classes monthly (funding dictates) Upload/Report RTA training on Digital Training Management System (DTMS) Monitor DTMS for mandatory quarterly Resilience Training, report to J1 weekly Conduct RTA refresher training Conduct/coordinate MRT refresher training, coordinate Senior Leadership MRT training Order latest curriculum for both RTA/MRT training. Observe all MRT Resilience Training for accuracy Request funding requirement for current working FY Track all VING units Global Assessment Tool (GAT) training while ensuring 95% compliance Report all GAT past-due SM to commands weekly. The SRC is also the coordinator for the Yellow Ribbon Reintegration Program (YRRP). In this capacity the SRC coordinates Pre-deployment, deployment, during deployment, post deployment training as per the Army National Guard Soldier Family Support and Services Yellow Ribbon Operating Guidance Request funds from NGB, coordinate entire YRRP venue settings Report all After Action Review (AAR) within 30 days of event Knowledge of Joint Services Support and Event Plus website

**Job Announcement #: 010-16**

- a. This is a gender neutral position.
- b. Minimum grade to apply is E-6.
- c. Cannot be flagged for unfavorable action.
- d. Cannot have any outstanding medical issues that require follow-up.
- e. Must have completed IET (Initial Entry Training).
- f. Must not be within 6 months of mandatory removal or expiration of term of service (ETS) on the report date of the tour unless waived by The Adjutant General (TAG).
- g. Must have minimum of a Secret Clearance, or higher.
- h. Must maintain appropriate level of physical readiness and pass the appropriate physical fitness test IAW service regulations.

**PLACEMENT FACTORS:**

- a. Professional, dedicated, impartial, and competent Soldier.
- b. Must be self- motivated and able to operate professionally with little or no supervision.
- c. Must be able to qualify for a Government Travel Card.
- d. Must have a valid driver's license.
- e. Excellent written and oral communication skills.
- f. Intermediate to advanced level of experience and training in Microsoft Office 2007/XP software, particularly PowerPoint and Excel.
- g. Must have excellent computer skills.
- h. Must be able to maintain confidentiality of analytical support.
- i. Must be able to multi-task and handle many projects at once.
- j. Experience with Federal, State, and local databases is desirable.

**APPLICATION WILL CONSIST OF THE FOLLOWING:**

- a. Unit Commander's Recommendation.
- b. DA Form 1058-R, Jul 2010 (FTNGDOS Application) Signed and Completed.
- c. DA Form 1058-1R, this form is required for all ARNG waiver requests.
- d. MEDPROS, Individual Medical Readiness (IMR) printout within the last 30 days (Army only).
- e. Enlisted Record Brief (ERB), Officer Record Brief (ORB).
- f. Copy of latest DA Form 705 (Within the last 6 months)
- g. Current Height and Weight statement. Must meet standards established in AR 600-9. If screening table weight is exceeded, a Body Fat Content Worksheet (DA Form 5500-R for males or DA Form 5501-R for females) must also be included with the application.
- h. Copy of Temporary Profile.
- i. NGB Form 23B, RPAM statement.
- j. Resume or Biographical Sketch to include level of education and detailed work experience.
- k. Please note any letters of recommendation, other than as required above, will NOT be forwarded with your packet.

**Job Announcement #: 010-16**

**INSTRUCTIONS FOR SUBMITTING APPLICATION:**

Excess documentation will be removed. Incomplete or late application packets will not be forwarded to the Selecting Official. Application packets become the property of the VING and will not be returned. The point of contact for the application process is

Application packets may be:

- a. **Hand-carried** and must be received by the HRO Office, no later than 1630 hrs on the closing date.
- b. **E-mailed** and must be in PDF format in no more than 2 attachments. Any other document format (ie TIFF, JPG, DOC, XFDL, etc) will not be processed. If you are unable to meet this requirement, submit in accordance with a. above. Emailed applications must be received prior to 2400 hrs Standard Time on the closing date. Email to [delisha.l.burke.mil@mail.mil](mailto:delisha.l.burke.mil@mail.mil) or [maricia.d.spencer.mil@mail.mil](mailto:maricia.d.spencer.mil@mail.mil).

**CONDITIONS OF ACCEPTING THE POSITION:**

- a. Must be able to maintain IDT/AT requirements as deemed necessary by current traditional Chain of Command.
- b. Females, pregnancy testing is required within 15 days of start of orders in accordance with AR 40-501, Chapter 10.

**EQUAL OPPORTUNITY:** The Virgin Islands National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, or any other non-merit factor.



BRIAN P. O'REILLY  
LTC, MP  
Human Resources Officer